



Savannah State University Position Description – Director – Business Services

POSITION DESCRIPTION

Position Title: Director – Business Services FLSA Status: Exempt
Reports to: Vice President of Business and Finance
Department: Business Services
Date Prepared: June 2003

BASIC FUNCTION

This position exists to manage services pertaining to risk management, asset management, supplies management and records management. The incumbent supervises the recording of acquisitions, internal movement, disposition of equipment and verifying and preparing reports of periodic inventories. This position also serves to coordinate the stocking, issuing and delivery of supplies and equipment used by the offices and departments throughout SSU.

NATURE & SCOPE

This position performs tasks that are generally proceduralized and has the authority to make decisions that are consistent with policies and procedures of the university. Any decisions, however, that may have a major impact on the budget must be reviewed by the Vice President of Business and Finance.

Serving as a team leader, the incumbent in this position must help to process, track and deliver supplies and equipment for the university, which may include assigning tasks and designating responsibility to the team members while monitoring the results to accomplish team goals.

The incumbent in this position is responsible for getting deans, directors and department heads to be responsible for equipment assigned to their respective office or department and frequently works with vendors.

PRINCIPAL ACCOUNTABILITIES

- Provides customer service for departmental inquiries and issues
- Supervises the work of personnel in the department
- Integrates asset management with purchasing and accounts payable
- Prepares and reconciles reports
- Processes claims and serves as a point of contact

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a four-year college degree.